

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <i>(Show any positions replaced)</i>				3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station ORLANDO, FL		1. Agency Position No. NL09112	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive			
13. Competitive Level Code 12-03				14. Agency Use							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		CONTRACT SPECIALIST		GS		1102		12		DLC 5/3/94	
e. Recommended by Supervisor or Initiating Office											

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY		c. Third Subdivision DIRECTORATE FOR ACQUISITION (A)	
a. First Subdivision U. S. Army Materiel Command		d. Fourth Subdivision Class Combat/Combat Support Br ACC	
b. Second Subdivision STRICOM		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor D. L. CREECH Director for Acquisition Signature <i>[Signature]</i> Date <i>5/3/94</i>		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Signature _____ Date _____	
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21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
US OPM PCS GS-1102; TS-71, 12/83

Typed Name and Title of Official Taking Action NANCY SPURLIN PERSONNEL MANAGEMENT SPECIALIST Signature <i>[Signature]</i> Date <i>5/3/94</i>		<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

THIS POSITION IS AT THE FULL PERFORMANCE LEVEL (GS-1102-12)

BUS:7777

25. Description of Major Duties and Responsibilities (See Attached)

## **INTRODUCTION**

Position is located in the Directorate for Acquisition of Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U. S. Army Materiel Command. The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation (DIS). Mission includes cradle to grave Life Cycle Acquisition beginning with tech base programs and following through with each phase of the acquisition process. The commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional/matrix organization and four project managers. STRICOM is co-located with the Naval Air Warfare Center - Training Systems Division (NAWC-TSD). Incumbent of subject position will have responsibility for all assigned contractual actions from program inception through contract close out.

## **MAJOR DUTIES**

1. Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments to existing contracts resulting from engineering changes, changes to Government requirements and contractor deficiencies. Prepares appropriate business clearance, obtains appropriate approvals, and negotiates with responsible offerors. Analyzes preproduction costs, direct labor hours, overhead rates, proposed bills of materials, and estimated profits. Selects appropriate type of contract, using firm-fixed price, fixed price with escalation, fixed price with incentive, cost-plus-fixed-fee, cost-plus-incentive-fee, cost plus-award-fee, time and material, or multi-year contracts. Responsible for establishing the formula and sharing arrangements most advantageous to the Government in fixed-price incentive-type contracts and determining the most appropriate of the cost reimbursement-type contracts. Obtains agreement between the prospective contractor and the Government on other terms and conditions which encompass the parties rights. Chairs pre negotiation meetings with the assigned acquisition team. Conducts negotiation conferences with the contractor and recommends the award of a contract.

**25-35%**

2. Prepares Determination and Findings for the signature of either the Contracting Officer or higher authority depending upon the negotiation exception to be used. Prepares and forwards the solicitations (IFB, RFP, and RFQ) to recommended sources, reviews proposals submitted for compliance with the requirements of the solicitation, and forwards them to the Project/Acquisition Director for technical evaluation and to the cognizant DCASMA/DCAA office for audit evaluation.

**25-35%**

3. Administers contracts from award through the point of contract close out or termination. Reviews each contractor's performance to contractual requirements. Overall contract administration duties include: monitoring contractor progress to ensure compliance with the contract and maintaining extensive personal contact with contractor managerial officials and the Government requiring activity. Evaluates contractor's compliance with contract clause-terms and conditions, price and delivery readjustments, excusable delays, mutual mistakes, etc., and requests for equitable adjustment or entitlement of contractor claims arising out of contract disputes. Reviews contractor's progress to assure that the contractor proceeds on schedule. Analyzes cause for delays, newly proposed milestones and impact of delays on remaining parts of the contract. Negotiates all aspects of the contract which are affected by delays (e.g., revised delivery schedule, progress payments, penalties, etc.). In the case of terminating, prepares analysis of the contractual situation, determines applicable DOD, DA and Navy regulations and directives and makes recommendation to the appropriate contracting authority level. **35-40%**

4. Reviews procurement requests in the early phases of the contracting process to determine the articles or services to be procured, reviews the specifications prepared by the Project Engineer to ensure their contractual adequacy, and determines if the schedule and specifications accurately define the articles and services set forth in the procurement request. **5%**

#### FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of Federal, Department of Defense (DOD), Department of the Army (DA), local contract and procurement methodology, procedures, regulations, and instructions applicable to the acquisition of highly sophisticated training systems.

Knowledge of a variety of contracts, contract variations, and their uses; methods of pre-negotiation planning and techniques for negotiation, administration, and cost analysis of procurement proposals sufficient to independently decide appropriate strategies to procure complex training systems.

Knowledge of commercial business and industrial practices (e.g., commercial subcontracting, procurement of raw materials and services and costing techniques) sufficient to analyze cost breakdowns, technical evaluations, and contract proposals.

Ability to interpret regulatory and legal requirements applicable to the acquisition of technical services or hardware for DOD or foreign countries.

Skill in meeting and dealing effectively with contractor and Government personnel at all levels in their respective organizations. This includes the ability to communicate skillfully both orally and in writing and the ability to make decisions and reach sound judgments during formal conferences.

#### FACTOR 2 SUPERVISORY CONTROLS

Incumbent works under the general supervision of Directorate for Acquisition branch chief. Incumbent is expected to plan and carry out assigned work independently. Work is reviewed in terms of completion of projects within established deadlines, coherence policy as expressed by the Federal Acquisition Regulation (FAR), other procurement directives, and accuracy/completeness of contract modifications, business clearances, etc., initiated or reviewed in accordance with Naval Air Systems Command (NAVAIR), and NAWC-TSD administrative procurement procedures and directives.

#### FACTOR 3 GUIDELINES

Applicable regulations include the FAR, DOD, Army, and Secretary of the Navy instructions and directives, Defense Acquisition Circulars, Navy Contracting Directives and Circulars, and local policy statements. The incumbent exercises judgment in interpreting and applying such guidance to unique procurement situations, including developing new contractual provisions, incentives, structures, terms and conditions.

#### FACTOR 4 COMPLEXITY

The work involves the performance and coordination of a wide variety of negotiation and administrative tasks in support of procurements for major training systems. The acquisitions involve contracts that are priced on cost-plus-fixed fee, cost-plus-incentive-fee, cost-plus-award-fee, time and materials, firm-fixed price, and fixed-price-incentive basis and various combinations thereof. The contracts are for research, development, design, prototype, test and evaluation, initial production, and full-scale development of complete simulation systems of complicated engineering design which often include components, such as advanced visual systems, which are being developed for the first time.

#### FACTOR 5 SCOPE AND EFFECT

The work assigned is of such scope that the contracts awarded/administered are normally in excess of \$2,000,000 and are typically in the \$5,000,000 to \$50,000,000 range. The contract duration for these procurements is normally in excess of three years. Procurements are made for other Army Systems Commands, which have authorized the funds for the procurements.

The work performed and the decisions that are made have a significant impact on DOD missions affecting the readiness posture of the U.S. military forces. The acquisition of training devices in a timely manner and on a cost-effective basis is critical to the readiness of all U.S. military personnel.

#### FACTOR 6 PERSONAL CONTACTS

Contacts include agency managerial and technical personnel as well as those of private industry and other agencies. Coordination with these personnel is required from initial project planning stages through formal contract negotiations, contract award, and contract accomplishment and closeout.

#### FACTOR 7 PURPOSE OF CONTACTS

Purpose of contacts is to plan training system acquisition projects, coordinate contract schedules, specifications and special requirements, plan pre-proposal conferences, evaluate contractor proposals, plan and conduct contract negotiations.

#### FACTOR 8 PHYSICAL DEMANDS

The work is primarily sedentary in nature.

#### FACTOR 9 WORK ENVIRONMENT

Work is primarily performed in an office setting.

## PERSONAL DATA - PRIVACY ACT OF 1974

'A-NL09112001 CPC1  
112001  
PAS-AUTH 0000 STR ST ORLANDO STR FL FLNL  
USAMC STRICOM 32826-3224 USTRI \*\*NLAR0191

JEJ ORG-STRUCT-ID-SHRED \*\*A  
JRB AGCY-CD \*\*DEPARTMENT OF THE ARMY JRC AGCY-SUB-ELM-FLAG \*\*XL  
JPE GSA-GEOLOC \*\*ORLANDOORANGE FL  
88 \*\*122360095  
JBN DT-PD-CLASSIFIED \*\*940503  
JPM DT-LAST-POSN-AUDIT \*\*940503  
JPC POSN-TITLE \*\*CONTRACT SPECIALIST  
JQJ CURR-PAY-PLAN \*\*GS  
JQP OCUPTNL-SRS \*\*CONTRACTING \*\*1102  
JAO POSN-GR-CIV \*\*12  
JPD FUNCT-CLASS-IDF N/A  
JPR POSN-OCCUPD-SVCE-IDENTIFY \*\*1  
JQW  
ipy

JPL DT-POSN-ESTB \*\*940503  
JGB POSN-NTE-DATE \*\*888888

JQH TARGET-GR-CIV  
\*\*12  
JQT COMP-LEV \*\*1203  
JQL PAY-BASIS \*\*PA  
JQN PAY-TABLE-IDENT  
UNITED STATES

FLSA-IND \*\*E  
PSN-LOCALITY-PAY-AREA \*\*REST OF CONTIGUOUS  
\*\*88  
JZX POSN-WRK-SCHED \*\*F  
JPQ POSN-SNSVY \*\*NONCRITICAL SENSITIVE \*\*2

1a ROW=24 COL-- 80 09/16/94 9:24

\*MD\*  
NC Poll

## PERSONAL DATA - PRIVACY ACT OF 1974

\*\*ACCESS TO SCRET/CONF INFO \*\*N

NV-POS-SENS-CRITERION  
BARG-UNIT-STAT \*\*7777  
JNB SUPV-LEVEL \*\*NON-SUPERVISORY \*\*8  
JPO SUPV-MGR-PROBATION-REQMT \*\*SUPERVISORY/MANAGERIAL PROBATION NOT REQUIRED  
\*\*1  
JPJ TNG-PROG-ID \*\*NOT APPLICABLE \*\*YY  
JGC/1 EDP-HAZARD-TYPE \*\* N/A  
JQU PREM-PAY-IND \*\* N/A  
JQD/1 CIV-SK-1 \*\*CONTRACT NEGOTIATION \*\*CMJ  
JQE/1 CIV-SK-1-SHRED \*\* N/A  
JQF/1 CIV-SK-1-SUB-SHRED N/A  
JQG/1 SK-PERCENTILE \*\*50  
JQD/2 CIV-SK-1 \*\*CONTRACT ADMINISTRATION \*\*CML  
JQE/2 CIV-SK-1-SHRED \*\* N/A  
JQF/2 CIV-SK-1-SUB-SHRED N/A  
JQG/2 SK-PERCENTILE \*\*30  
JQD/3 CIV-SK-1 \*\*CONTRACT TERMINATION  
JQE/3 CIV-SK-1-SHRED \*\* N/A  
JQF/3 CIV-SK-1-SUB-SHRED N/A  
13:24 94 SEP 16 (94259) FU - (11)

1b ROW=23 COL-- 02 09/16/94 9:24

NC Poll

PERSONAL DATA - PRIVACY ACT OF 1974

CPC2  
112001

x03 NV-PAYROLL-OFF-ID \*\*DOD PAYROLL OFFICE PENSACOLA FL \*\*38050  
JAR PAYROLL-ORG-CODE \*\*7R173  
X9U ACQ-POSN-CAREER-CAT \*\*CONTRACTING \*\*C  
X9S ACQ-CRIT-POSN-ID \*\*ACQ POSN THAT IS NEITH CRITICAL NOR DVLP \*\*4  
X9V ACQ-CAREER-LVL-REQD \*\*INTERMEDIATE LEVEL (LEVEL 11) \*\*2  
J1A FIN-DISCLOSURE-ID \*\*PERMANENT FILING RQMT \*\*P  
JGP DRUG-TEST-RQD \*\*NO DRUG TEST REQUIRED \*\*I  
13:24 94 SEP 16 (94259) FU - (11)

1c ROW=13 COL= 02

09/16/94 9:24

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**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NI 09112001**

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."